STARS
Student Tracking and Reporting System

Principal's Go to Guide

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![STARS logo](Student Tracking and Reporting System)

Principal's Go to Guide

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HOW CAN I GET QUICK ACCESS TO STUDENT RECORDS?

Access to Student grades, attendance, discipline, test scores, diploma, transcript, credit history, and basic information can be reached through different areas of the application and reports.   And, you can do it yourself; any time from anywhere you have an internet connection.

How do I find it?

Quick access and common view will allow you to view almost all student information.

What is in it for ME?

During a parent conference you have quick access to a student's data. In the past this information may have been printed for you, but what if the parents show up unannounced, demanding answers after your staff has left?

You don't have to wait for someone else to find this information for you. It will be at your fingertips when ever you need it.

Q: How do I look up a Student?

A: Query from almost any student screen. F7 to clear the screen. Type in whatever you know (pupil number, last name, dob, grade, etc.) F8 to activate the query.

Q: How do I get to most student data?

A: Check out the quick access buttons at the right of the main start screen or go to Common View.

Q: How do I get information about a student's parents?

A: Quick Access button Parents or Common View > Family.

Q: How do I find a student's attendance information?

A: Query for the student. Common View > Student Absences. You can see absences by date or by class.

Summary button at the bottom of the screen shows the conversion of period to daily absences.

Attendance history button at the bottom of the screen shows the number of days absent from pervious years.

Q: How can I see the student's schedule?

A: Click on the quick access button for Courses or Hrm Staff. You can see current year and next year from either of these screens.

Q: How can I see the students' grades?

A: Click on quick access button for Courses. Click on the button with the word Navigate at the bottom. Click on All Marks.

Q: How can I print a student's report card?

A: Query for the student on the Main Start Screen. Click on the Quick Access Print button. Select report card. Read the parameter form and make the selections you want.

Q: Can I look up student test scores?

A: Yes, Path: Main Start Screen > Main Menu > Change Student > Standardized testing.

Q: Is student discipline information available to me?

A: Some schools are using the DC STARS Incidents module. If the information is recorded in DC STARS, you can see incidents in which a student has been involved. Path: Main Start Screen > Query for student > Quick Access Incidents button or Common View > Incidents

Q: How can I find out when a student was admitted to my school and where they were before?

A: Main Start Screen > Query for student > Main Menu > Change Student > Adm/Wdr History

Q: How can I view a student's progress toward Diploma?

A: Main Start Screen > Query for student > Quick Access Diploma button or Common View > Diploma

Q: How can I view / print a student's Transcript

A: Main Start Screen > Query for student > Quick Access Transcript button or Common View > Transcript

Q: How can I view credit detail for a student?

A: Main Start Screen > Query for student > Common View > Credit Details.

Q: How can I see if a student's address has been changed?

A: Main Start Screen > Query for student > Quick Access Basic screen > Demo Log button at bottom of screen.

Q: How can I see if changes have been made to a student's schedule or grades?

A: Main Start Screen > Query for student > Quick Access Courses button > Navigate (the word) button > Click on Activity.

WHAT IS ADMISSION IN DC STARS?

Admission in DC STARS indicates ownership of a student's record. When a student is admitted to a school, their data is entered or transferred to that school. Registration indicates that a student has physically shown up and attendance is being taken on the student. Registered students are counted in membership. Also vital to your membership count is withdrawing students who are not in your school.

How do I prepare for my Audit?

Make sure that only those students who have attended your school admitted and registered. All other students must be removed from your school.

Remove students who do not show by either by Withdrawing or No Showing them.

Use accurate dates for Admission, Registration and Withdrawal dates.

Remove any errant cross-enrollments.

Make sure that registered students are in correct homerooms and/or classes.
DO A HEAD COUNT IN EACH CLASS!

What is in it for ME?

1) Peace of mind because you will know exactly who is attending your school.

2) Joy because you will pass your audit with flying colors.

3) Freedom to make changes to your master schedule and assign teachers to classes. You may obtain or lose an FTE based on your audit. Now you will know exactly how many students you have in which classes and it will be so much easier to make scheduling changes.

Q: How can I tell if all my students are admitted and registered in STARS?
A: Run the Student Roster List (R101) Report. This lists all students who are registered in your school.
   START Screen > Reports > 07 Enrollment Reporting > Student Roster List (R101)

A: Run the Student List – Not Registered Report. This lists students who are not registered in your school. Determine if they should be registered or removed.
   START Screen > Reports > 07 Enrollment Reporting > Student List – Not Registered

Q: I have students missing. How can that be corrected?

A: Have your registrar admit and register them. If the student is admitted into a different school, they must be withdrawn from that school first.

Q: How do I know how many students I have enrolled in my school at any time during the year?

A: Check Current Enrollment on the School Details screen.
   START > School > School Information > School Details

Q: Who can do admissions and how long does it take?

A: Any staff member with a DC STARS account assigned the School Data Entry or the Registrar role. Admission takes about 2 minutes per student.

Q: How can I make sure that "no-shows" are not included in my membership count?

A: Remove students who do not show this year by Withdrawal or No Show.
   START Screen > Withdraw Student icon > query student
   (Please see the New School Year Set Up document for details)

Q: Do I have any students who should be paying tuition?

A: Check for non-residents on the Homeroom Memberships Lists (MEMB) Report.
    START Screen > Reports > DCPS Most Common Reports > Homeroom Membership Lists (MEMB). Remember – the report will only be as good as the data you have entered.

Q: There are students from other schools showing on reports and shouldn't be in my school.

A: Those students may have cross enrollments, which can and should be removed. START Screen > Main Menu > Cross Enrollment > Cross Enrollment Student

Q: What is the difference between No Showing and Withdrawing a student? Don't they both just get rid of the student?

A: Yes, they both get rid of the student but in different ways. If the student finished the previous year at your school, the student should be withdrawn, leaving your school as the last school of ownership. If the student did not last attend your school, then the student is processed as a No Show, which removes all trace of the student at your school.

Q: What if I No Show a student who should have been withdrawn?

A: You can't. The system will prompt you and tell you that you can't No Show the student because the student has attended your school at least one day. You must do a withdrawal.

Q: What if I withdraw a student who should have been a No Show?

A: The system will allow you to do this. It will leave an admission and a withdrawal record in the student's record that shows that they were admitted and withdrawn from your school. You should be careful of this because if not handled properly it may appear that the student actually attended your school between the admission and withdrawal dates.

Q: A student attended my school last on October 15. On October 20, we get a call from another school requesting that the student be withdrawn because the student is now attending the requesting school. What date should be used for the withdrawal date?

A: In a case where a student is moving to another school, the withdrawal date should be the first date after the last date the student attended. In this case, the withdrawal date is October 16. If you have entered absences for the student after October 15, they will be deleted when the student is withdrawn.

Q: Can a student be admitted into their new school on the same date that they are withdrawn from their old school?

A: Yes, the withdrawal date and the admission date can be the same.

Q: A new student has come to my school. When we try to admit the student, we find her in DC STARS, but it says that she is currently attending another school in the district. Can we go ahead and admit her?

A: Absolutely not. If you enroll that student as a new enrollee you will be creating a student with multiple pupil ids. This causes problems with other systems that interface with DC STARS. You should call the school that the student is currently enrolled in and ask that they withdraw the student so that you can admit them.   All schools should cooperate and respond to these requests in a timely fashion.

WHAT IS ATTENDANCE?

There are two types of Attendance:
Daily Attendance is the process of recording student attendance (in homerooms) one time for the whole day.
Period Attendance is the process of recording student attendance during each period of the day. The attendance record created counts the student as either absent or present for each period. In Secondary schools attendance must be taken for **every class, every day.**

How do I take attendance in my school?

Each school will have an attendance type set in school details which determines which type of attendance may be entered. Attendance type should never be changed during a school year. The type of attendance that each school will take is determined by the district.

Elementary schools use **Daily attendance**. Attendance is taken once for the entire day. Teachers can enter attendance through the Teacher Assistant using homeroom entry or Attendance may be entered by the attendance clerk or data manager in DC Stars. An entry for attendance in Homeroom will count as an absence for the whole day.

Secondary Schools use **Period attendance.**   Teachers can enter attendance through the Teacher Assistant by Class entry or Attendance may be entered by the attendance clerk or data manager in DC Stars. Period absences are converted to ½ day and full day absences based on a formula specified by the district.

What is in it for ME?

Accurate attendance reporting allows you to demonstrate to parents, students, and teachers the time students have been absent from their classes.

Accurate attendance reporting allows you to be pro-active in your school in identifying students with attendance problems and potential truants.

Taking Attendance in TA (Teacher Assistant) allows you to track which teachers are taking attendance each day and when they are taking it.

If accurate attendance is taken, you as the Principal will be able to know the attendance of your school or an individual student with the click of a few buttons.

Accurate attendance taking will assist you in keeping off the Truancy Reports and the Monthly Attendance reports. These reports will be used heavily to determine your school status concerning NCLB.

Q: Why is attendance important?

A: All schools are required by law to take attendance. Secondary schools in the District of Columbia are required by the DCMR to take Period attendance.

Attendance has a direct effect on student performance.

Tracking of attendance allows for early intervention.

Q: How is period attendance converted to daily?

A: Period to daily conversion is a comparison of the number of periods missed to the number of periods scheduled for each student for a given day.
Half day absence = student misses between 26% and 60% of their scheduled periods.
Full day absence = student misses more than 60% of their scheduled periods.

Q: How can I tell who has taken attendance and when?

A: Attendance Entry Completion Log.
     Path: Attendance > Select Date > Ok > Period or Daily Attendance > Attendance Entry Completion Log

Select teacher (or leave blank for all teachers)
Select date range
Search

Q: How can I see who is marked absent for today or any other date?

A: Mass Entry Screen for a given date.
     Path: Attendance > Select Date > Ok > Period or Daily Attendance > Mass Entry

Q: What's the quickest way to see an individual student's attendance record?

A: Student Absences
      Path: Main Start Screen > Query for Student > Common View > Student Absences
     You may view by date and view by classes missed.

Q: Why can't teachers enter the Reason for a student's absence in a period attendance school?

A: 1 – Generally teachers don't know the reason why a student is not in class at that time.

2 – If a student brings a note the day they come back, they may not get it to all teachers.

3 – And, if they did, all teachers might not record it with the same reason (Excused or unexcused).

4 – In a period attendance school, where multiple people are dealing with a student and their absences, one person should be making the excused or unexcused reason decision so that it is done consistently.

5 – When the attendance counselor is handling the absences on a regular basis, it gives them better knowledge of who is absent and why.

6 – DC STARS only allows the reason to be entered at the school level.

Q: What happens if no reason for an absence is entered?

A: Blank reasons are counted as unexcused.

Q: How can I tell if reasons have been entered for absences?

A: Run the Office / Class Entry Exceptions – Period Report
     Path: Reports > Period Attendance > Office / Class Entry Exceptions – Period

Q: Who can enter attendance?

A: Schools using Teacher Assistant:
     1 – Teachers mark student absent or late for each class period
     2 – Attendance counselor / clerk enters office reason for student's absence.

   Schools not using Teacher Assistant:
     1 – Teachers mark students absent on paper class list and turn into attendance office.
     2 – Attendance counselor / clerk enter absences and reasons for the absences.

Q: Who can access my attendance?

A: Users may have read only rights to attendance or may have update rights or no rights. Generally, those who have update rights are:
     Teachers
     Data clerks
     Attendance clerks / counselors
Read only rights:
     School counselors
     Principals
     Certain district users who need access to school attendance information.

WHAT IS SECURITY?

Security in STARS is used to control the access of your staff to the STARS database. Access can be granted and controlled on an individual basis. Each user will need their own ID and Password and the appropriate security roles assigned to their ID.

How do I setup access for my Staff?

You do not setup access. A form called New User Information Sheet is provided for your use to fill out the type of access you determine is needed for each user. The explanations of the different roles are listed at the bottom of the sheet.

- Principal/Asst-Principal – This role allows the user to see all student data, but have limited update rights.
- Master Scheduler – This role allows the user to create the school's master schedule
- Counselor – This role allows the user to schedule individual students to classes.
- Student Information Manager – This role allows the user to access all student data with update rights.
- Attendance Only – This role allows the user to update rights to student attendance data only
- Read Only – This role allows the user to view the same data as the primary data entry role, but without update rights.

The information about your staff should be entered on the form, the appropriate roles checked, and it should be faxed to the number listed on the form (202) 442- 5728.

What is in it for ME?

Controlling the access to your data will adhere to the FERPA regulations and protect the security to your data.

Assigning the appropriate security roles to your staff will ensure they can perform the necessary duties associated with their position. Principals should print the report (in Board/District Level Reporting > Security Access/Users) on security for their school to review. To print the report, select the appropriate school and leave the other selections at all and print.

Q: Where do I find the New User Information Sheet to fill out?

A: The security sheet is located on the STARS home page in the training center.

Q: How do I determine which role everyone should have?

A: The user roles are explained at the bottom of the New User Information Sheet. Remember that more than one role can be assigned to a user. For example: An Attendance Clerk, who will also need look up rights to everything, would need the role of Read Only and Attendance only. The Primary Data entry will only need the one role as it already includes everything.

Q: Do I need to assign a user an additional User ID to access different types of data?

A: No, a user can have multiple roles assigned to one user id that gives access to everything an individual user will need.

Q: Does security have to be setup again for each new school year?

A: No, but it does need to be reviewed. You may have new users that need to be setup, and some users may have left that will need to be removed. Job roles could have changed for some users which would also require a change.

Q: Can I make changes to security once it is setup?

A: Yes, if you gave someone read only rights originally and now they need access to actually enter or modify data a request should be entered for additional roles for that user.

Security Codes Available for schools.

SCHOOL_ATTENDANCE_ONLY
Program Access: Full Update to Daily/Period Attendance programs,
Reports Access: Run Attendance reports, Class Reporting, Incidents, Most Common DCPS

SCHOOL_COUNSELOR
Program Access: Mix of Read and Full Update on Attendance reports, Read Master Time Table, Full Update on Honor Roll by GPA; Read only on Mark Entry
Reports Access: Run Attendance and Mark Entry

SCHOOL_DATA_ENTRY
Program Access: Full Update on Daily/Period Attendance programs, Co-op programs, Report Card, FARMS, Exports, Mass Updates, Master Timetable Builder
Reports Access: Everything except Transportation and Standardized Testing Reports

SCHOOL_NURSE
Program Access: Full Update to Select Pupil, Accident/Injury List and Details, Student Medications; Read only to LSSJ, and Reporting Periods
Reports Access: Run Most Common DCPS Reports and Nurses' Reports

SCHOOL_PRINCIPAL
Program Access: Mix of Full and Read of Daily/Period Attendance; Read for the majority of other reports
Reports Access: Everything, except Immunization, SPED, Transportation, and Custom Reports

SCHOOL_SCHEDULER
Program Access: Full Update for Master Time Table
Reports Access: Run Most Common DCPS Reports, Demographics, Diploma Reporting, Mailing, General School Reporting, Scheduling Reporting, SPED Lite

SCHOOL_TEACHER
Program Access: Update for Period and Daily Attendance, Team Attendance, Export Data, Select Pupil, Select Teacher, Student Comments, Letter Input
Reports Access: Run Most Common DCPS, Class Reporting, Daily Attendance, Fees Reporting, Mailing, Mark Reporting, General School Reporting

SCHOOL_TEST_COORDINATOR
Program Access: Full Registration Verification (homeroom and class), Period Class Entry, Student Absences, Sign-In, Mass Sign-In, Absence Intervention Strategies, Demographic Extract, Export Data, the majority of the Master Timetable Builder
Reports Access: Run SPED Lite, Mark Reporting, Mailings, Class Reporting, Diploma Reporting

SCHOOL_UPDATE_CREDITS
Program Access: None
Reports Access: None

SCHOOL_UPDATE_MARKS
Program Access: Read Only on Report Card Comments, Mark Scale Entry
Reports Access: None

UPDATE_GRADES_GPA_TYPES
Program Access: Full GPA Type Criteria, Mark Scale Entry
Reports Access: None

WHAT IS DC STARS REPORTING AND WHAT ARE THE CAPABILITIES?

There are many canned reports in DC STARS which cover most of the commonly used areas. You also have the option of exporting data out of DC STARS and using it in another application like EXCEL or ACCESS. The DC STARS demographic extract allows you to include just the students you want in your report.

How do I find the reports I need?

DC STARS are organized under the Reports Icon. Then, they are grouped into folders based on the area they cover. The first reports folder is called DCPS Most Common Reports and includes the reports that most frequently used in the DCPS schools (for example – the Membership reports, Report Card, Transcript, etc.)

What is in it for ME?

Information is a vital key in making good decisions.

DC STARS gives you access to information / reports at anytime from anywhere that you have an internet connection.

DC STARS allows you to view the information / reports on the screen or you may print them as needed.
.
If you can run a report yourself or export data yourself, you have access to the most current information and don't have to wait on someone else to get it for you.

Q: How do I get to DC STARS reports?

A: Path: Main Start Screen > Reports Icon

Q: What is the demographic extract?

A: Many of the reports run off the demographic extract.

Run extract for all students - the report will include all the students in the school that meet the criteria for that report.

Specific Extract Criteria – you can select the criteria for students so that it will limit the report to specific groups of students. (For example – Girls in the 9th grade who were admitted between 09/01/2007and 12/01/2007.)

Q: How do I get to the demographic extract?

A: Two ways: 1 - if a report uses the demo extract, when you click on the report, the extract will open first.
2 – From the Reports menu – click on the Specify Extract Criteria button.

Q: How do I find the report that I need?

A: Reports are categorized into groups (folders). Click on the + sign beside the folder name to see the list of reports in that folder.

Q: Can I create my own report?

A: Yes, you can create an Ad Hoc report. This lets you select the fields you want to include in the report. Path: Main Start Screen > Reports Icon> Ad Hoc Report button.

Refer to the user guide for detailed instructions in creating an Ad Hoc report. Path to guide: DC STARS Homepage > Training Center > Elementary Training Guides or Secondary Training Guides > Reporting Tools > User Export Ad Hoc Reporting Guide

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Q: Can I take data out of DC STARS and use it in Excel or another application?

A: Yes. You can export much of the information related to students by using the User Export Function. Once you get the data into Excel you can sort and cut and paste as you wish.

Refer to the user guide for detailed instruction in creating an Export. Path to guide: DC STARS Homepage > Training Center > Elementary Training Guides or Secondary Training Guides > Reporting Tools > User Export Ad Hoc Reporting Guide.

Q: What's the difference between and Extract and Export?

A: The Extract determines which students are included in the report or the data export. The Export determines the fields and data that you want for those students.

Q: Is there a place I can find the most common reports used by other schools and principals?

A: Yes, Check the DC Most Commonly Used Reports folder in the Reports Icon.

WHAT IS MARK ENTRY?

Student marks recorded in DC STARS show a student's progress through coursework. DCPS requires that all students who are registered and scheduled into a class must show a mark for each class on the report card.

DCPS also strives to ensure grade verification occurs. Grade verification is a safeguard and security measure to ensure the grade determined by the teacher is the grade entered in the electronic student record and recorded on the report cards and transcripts. Verification is the only way to assure that the grades entered into the electronic record match those assigned by the teacher.

How do I make sure marks are entered correctly for all my students?

Principals are responsible for ensuring a grade verification standard is in place at the school. A Principal must designate authorized personnel to have update access to mark entry screens and request these individuals be assigned the mark entry role through the standard security procedure. The Principal will be notified when this is complete.

The assigned personnel should consult with the Principal to determine the timeline for entering and verifying marks. Marks may be entered by the teachers through Teacher Assistant or by the designated mark entry person through Mark Entry in STARS.

When mark entry for a reporting period is complete a Class List with Marks should be printed for each class and distributed to the teachers. The Teachers should review this information, sign, and return to the data manager (or person with mark entry security role) with any required changes marked. Any noted changes must be made prior to printing report cards.

What is in it for ME?

Accurate mark entry will assure the accurate tracking of students' progress in their classes.

Assuring timely entry of final marks will assure that those marks will be stored in the student's credit history during year end transition. If a final mark is not entered for a class, record of that class does not go to the student's credit detail. These courses and marks would have to be manually entered into credit detail.

Accurate mark entry will ensure that at any time you will be able to view students' grades with a counselor, a parent or for a hearing.

Q: How do I know if Mark Entry is complete for a marking period?

A: For all reporting periods except the final - Run the Student's Missing and Specific Marks Report
Path: Reports > 14 Mark/Grade/GPA/Honor Reporting > Students Missing and Specific Marks > Select the reporting period > Do not select a mark > Select desired sort.

For Final Reporting Periods – use the All Final Marks report in the Saved Exports
Path: Reports > Export/Ad Hoc > Saved Exports > Check All > Select All Final Marks > Restore Saved Export > Create File.   This will allow you to export all final marks to a spreadsheet where you can sort for analysis.

Q: How can I be sure Teachers are entering marks?

A: Check the Mark Entry Completion Log
        Path, School > Mark Information > Mark Entry Completion Log > Select the Reporting period > Class Filter – select All Classes, Incomplete Classes or complete Classes. The report will print out a list of all Classes (if left at ALL) with the date marks were entered and blanks for marks not entered. Click on the Report icon to print the list.

Q: If a teacher is no longer at my school or is out sick, how do their marks get entered?

A: If the teacher has left a gradebook or list of class marks, the person you have designated as the Mark Entry person (and has been assigned that security role) can enter the grades through Mark Entry.

Q: Can marks be changed after they are entered?

A: Yes. Every school should develop a policy to handle necessary mark changes. The system tracks all changes to marks with user name, date, and the change. Be especially careful about changes which are made after report cards have been issued.

Q: Who can change marks?

A: Secondary Schools – Teachers enter marks through Teacher Assistant:
Teachers may enter or change marks through the Mark Entry End date for that reporting date.
After the end date, all entry or changes must be done by the person designated at the school with Mark Entry rights.

Q: How can I tell if a student's marks have been changed?

A: For an individual student - Path: Query for student > Courses > Navigate > Activity

For the entire school – Use the School Activity report for a date range to see all changes in your school.   Path: Main Start Screen > Blue Navigate Arrow > Query for %activity% > select Activity Log – School > Select Date Range. Go to Mark Change pages.

Q: How can I find all students' who have a specific mark like (I or L)?

A: Use the Student's Missing or Specific Marks Report - Path: Report > 14 Mark / Grade / GPA / Honor Reporting > Select the reporting period that you want to see and the marks that you want to see > Sort by Mark/Grade/Student Name. Note – This report will always include students who do not have marks for the selected reporting period.

Q: What determines what type of marks a teacher can give?

A: Mark scale which is determined by DCPS.

Q: When a student transfers from school to school during the school year, do their marks transfer with them?

A: Marks will only transfer with a student if the school enters a final mark before withdrawing the student. Upon withdrawal, the marks get written to Credit Details.

Q: How does my school get the reporting period marks for a student who transfers during the school year?

A: When a student is withdrawn from a school the most recent report card should be printed with the student's marks. This may be sent to the next school.

 Reporting period marks cannot transfer because every school may not be offering the same courses. The receiving school must responsibly incorporate the transfer student's course marks into the student's new schedule.

Q: What if a student transfers into my school just before the end of the reporting period? How do we know what marks to give?

A: The district has added a mark 'L' (signifying Late entry into the class) to the mark scale which may be used for the reporting period in which the student was admitted. This mark must be changed to a regular letter grade before the end of the next reporting period.

L's may not be used as Final Marks.

Q: What if a student is transferred with marks for classes my school does not offer?

A: Final marks for all classes that a student has completed will be recorded in the student's Credit Detail (History) when the student is withdrawn from their original DC STARS school.

If a student transfers from a non-DC STARS school and has final marks for classes which your school does not offer, the counselor will identify the closest matching course and enter the records into the student's Credit Detail.

Q: How can I see the grade distribution for a class?

A: Use the Grade Distribution Reports:
    Grade Distribution List – Shows each teacher and each section and number of marks given in each grade category.
    Grade Distribution Summary – Shows each teacher and the total number of marks given in each grade category for all sections and the percentage of marks in each grade category.

    Path: Reports > 14 Mark / Grade / GPA / Honor Reporting > Grade Distribution List

            Reports > 14 Mark / Grade / GPA / Honor Reporting > Grade Distribution Summary

WHAT IS SCHEDULING?

Scheduling is the process of placing students in the appropriate classes, with qualified teachers to meet the student's graduation goals and requirements.

How do I Create a Master Schedule?

A master schedule can be created manually in Course Section Maintenance for next year, or through the Master Timetable Builder (MTB).

The timeline for creating a master schedule usually starts around January / February and completes after the end of the current school year. Requests must be gathered and entered, and the next school year must be setup.

The MTB uses the number of options entered for each course to build the number of sections required to fulfill the requests entered. The MTB is then copied to Course Section Maintenance for the next school year.

Schedules for students may only be entered after a master schedule has been created for the year. Once that is complete students may then be added to the individual classes.

What is in it for ME?

Lack of a complete master schedule and student schedules creates chaos at the beginning of the school year.

If students are not scheduled correctly into classes, you can't take attendance for them—you don't know where they are or where they are supposed to be.

Students may not be given marks or a report card if they are not correctly scheduled into classes.

Without a schedule and marks, credit detail will not be created during Year End Transition.

All of this contributes to your NCLB reports and running a successful school.

Q: Negative impacts on Scheduling

A: 1 – Not following the timeline for completion: gathering the needed information (course requests, staffing etc.), building the master schedule and then scheduling students so that school could start smoothly.

   2 – Once school starts, not making schedule changes in DC STARS when they physically make schedule changes in the school.
For example, one school physically went from a 3 day schedule to a 2 day schedule but did not change their schedule DC STARS. As a result, they could not take attendance every day. For another example, in many schools individual students were told to go to different classes and it wasn't changed in DC STARS. As a result, they could not take attendance, give marks, or even find students.

Q: What are the pieces of scheduling?

A: 1 – Determining what courses your students need to take.
   2 – Determining staffing – what courses can you support
   3 – Building a valid master schedule
   4 – Scheduling students into the correct classes
   5 – Ensuring that students have complete schedules
   6 – Keeping school or student schedules changes up-to-date in DC STARS.

Q: What is a valid master schedule?

A: A schedule that meets the needs of the students and can be supported by the qualified staff available for your school.

Q: What is the quickest way to see the number of course requests that have been entered into DC STARS?

A: School > Option entry > Your students > Summary.

Q: How can I see the student course requests that have been entered into DC STARS?

A: See Scheduling Reports Folder 17 :

 Want to see a count of requests entered for courses? Course Request Tally or Course Request Tally by Grade. Path: Reports > 17 Scheduling Reports > Course Request Tally or Course Request Tally by Grade.

Want to see a list by student of the courses that each student has requested?
Student Course Selections.   Path: Reports > 17 Scheduling Reports > Student Course Selections.

Want to see a list of students who have requested each course? Student Course Requests. Path: Reports > 17 Scheduling Reports > Student Course Requests.

Q: Why do principals have to attend DC STARS Scheduling Work Sessions?

A: Principals are responsible for leading the scheduling process.

Q: I have my own master schedule already built on paper, can I put that in DC STARS?

A: Yes, you can enter your schedule directly into Course Section Maintenance once it has been approved by the appropriate individual.

Q: What does the Master Timetable Builder do for me?

A: The Master Timetable Builder (MTB) takes the course requests that you have entered and calculates the number of sections you need for each course based on the class size maximums you have given. You add the teachers who can teach the courses and any other real constraints that you have. The Builder looks at the potential for conflict for teachers and students and schedules each section where it should work best.

Q: When can I start working in the Master Timetable Builder?

A: The MTB is always available for next year. This means you can start working on next year's schedule any time in the current year. Once Year End Transition takes place (around July 4) the MTB moves to the next year. All changes (add / delete or move sections) to the master schedule after that point must be done manually in Course Section Maintenance.

Q: I didn't finish my master schedule before YET. Am I doomed?

A: NO. You have lost the help that the MTB would give you in avoiding conflicts and

you'll have a lot more work to be done manually, but it can be done.

Q: What is Simulation?

A: Simulation is the process that actually schedules the student into a particular class – the section number and the S,T,D,P is assigned. It checks for conflicts within the student's schedule and other requirements like pre-requisites. You may simulate the entire school, part of the school, or individual students.

Q: How can a schedule change be made after a student attends a month or two of a class?

A: Students may be moved from one class to another and you may transfer the advisory marks and attendance with the student to the new class.

Q: Who can make changes to a student's schedule?

A: Generally: Data Entry Clerk, Registrar, Counselors, personnel assigned the School Scheduler role.

Q: Are changes to a student's schedule tracked in DC STARS?

A: Yes. Any changes made to a student's schedule after the first day of school are recorded in the Student's activity log and the School Activity Log. They include the user name, date and action (Drop / Add) taken. They also include any mark changes.
    Individual Student - Path: Main Start Screen > Query Student > Courses > Navigate (the word) button >Activity.
    School Activity – Path: Main Start Screen > Blue Navigate arrow > query for %activity% > Activity Log – School > Enter date range.

WHAT IS TEACHER ASSISTANT?

Teacher assistant is the teachers' module of DC STARS that allows teachers to enter attendance and course marks.

Attendance and marks are transferred automatically to DC STARS and can be viewed by you as soon as they are entered.

Report Cards and attendance reports can be printed from data entered by teachers.

How do I?

How do I get my teachers trained on Teacher Assistant?

Designate a Point of Contact and have them attend the TA Point of Contact Training.

What is in it for ME?

Teachers entering attendance in their classes' means you have real-time attendance information every period of the school day. You can view attendance for an individual student or a whole class at any moment in the day.

Teachers entering attendance means the attendance clerk needs only to view absences and lates, and enter reasons. They do not enter the absences, because teachers have done it in already. The clerk's attendance data entry is shared.

You are better able to track attendance entry by using the Attendance Entry Completion Log.

Teachers entering marks in Teacher Assistant allows you to see who has finished their grades and when.

Q: How can I check to make sure my teachers are taking attendance?

A: Use the Attendance Entry Completion Log.
   Attendance Module > Period Attendance > Attendance Completion Log

Q: Can I access the Teacher Assistant?

A: Yes, you can navigate to the Teacher Assistant module. You will have to select a teacher account to view.
   START Screen > Navigate to button > query up Teacher Assistant > click Navigate to

Q: What happens if a teacher is using TA and leaves, can the new teacher access the module?

A: The new teacher will need their own user account in DC STARS with their own password. Fill out the New User Info Sheet on the DC STARS homepage and fax it in. The Staff Maintenance will need to be updated by the data entry clerk. Then the new teacher will have access to their students in Teacher Assistant.

Q: How can I check to see if my teachers are entering marks?

A: Use the Mark Entry Completion Log.
    START Screen > School > Mark Information > Secondary > Mark Entry Completion Log

Q: How can I find missing marks?

A: The best way is to run the Class List with Marks Report and review each class for missing marks. The next best way is to run the "All ADV and Final Marks" export, send the data to an Excel spreadsheet and sort it for review.
    START Screen > Reports > Export Ad Hoc File > Saved Exports button > All radio button > highlight "All ADV and Final Marks" and click Restore Saved Export > Create File > Create Export.

Q: What if a teacher is absent and grades are due for a reporting period?

A: Any DC STARS user with the "Update Marks" role may enter the marks for the teacher in the main STARS module, via Mark Entry.
   START Screen > Mark Entry icon.